

**JUNEAU COUNTY DEPARTMENT OF HUMAN SERVICES
INTAKE / RECORDS CLERK**

A fulltime Intake / Records Clerk position in the DHS Unit of the Juneau County Department of Human Services is available. Qualified applicants must be able to maintain strict confidentiality, have excellent interpersonal skills, pleasant personality, phone etiquette, helpful attitude, and understanding of persons compromised by mental illness or substance addiction. Must be able to communicate effectively with the public, even under duress, while maintaining composure and professionalism. This position is also responsible for maintaining, incorporating, and accurately accounting for all health records, paper and electronic. Requires self-direction, efficiency, and being a team player.

This position includes reception duties, typing 45+ wpm, filing, operating Microsoft computer programs, electronic health records and a variety of office equipment. Work schedule Monday – Friday 8:00 a.m. – 4:30 p.m. Preferred qualifications include: Associates degree in medical records with training and/or three or more years of experience.

**Mail resumes and application by October 1, 2018 to:
Juneau County Personnel
220 E. State Street – Rm 205
Mauston, WI 53948**

**Applications and job description available on line at www.co.juneau.wi.gov
AN EQUAL OPPORTUNITY EMPLOYER**